

# Job Posting



## ASSISTANT DIRECTOR

### Alameda County Emergency Medical Services Agency

(A Division of the Public Health Department—Health Care Services Agency)

The successful candidate reports to the EMS Director and will provide ongoing assistance to the EMS Director in:

- \* Day-to-day supervision and coordination of staff
- \* Liaison, monitor and coordinate the EMS system with a large number of emergency medical service providers

#### MINIMUM QUALIFICATIONS (+):

- \* **Education** - the equivalent to graduation from a four-year college or university with major course work in business or public administration, a health or social science or a field related to the work (required). Master's prepared (desirable).
- \* **Experience** - The equivalent of three-years of full time program administration or supervisory experience in the provision of health care or related service. This experience must include program planning and evaluation.
- \* **Licenses** -
  - ✓ Valid California driver's license (required)
  - ✓ Medical provider (desirable)

#### KNOWLEDGE AND ABILITIES (+):

Management principles, practices and principles of EMS, administrative and financial analysis and report preparation, computer skills, and budget, contract and grant administration.

**SALARY RANGE:** 62,829—76,323 (annually)

#### SUBMIT YOUR APPLICATION TO:

Cindy Abbissinio - EMS Director  
1000 San Leandro Blvd. Suite 200  
San Leandro, CA 94577

(+) The qualifications and duties described above are an abbreviated version of the official Alameda County job posting. For a complete description of this position go to [www.governmentjobs.com](http://www.governmentjobs.com)